



## Building Inspections Supervisor

**Department:** Building Inspections

**Class Code:** 2424

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/10/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in supervising and coordinating activities of an inspection unit within the Building Inspections Department; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Supervises the work of building inspectors, assigning inspections and coordinating inspection activities with other supervisory personnel; advises inspectors and assists them with problems or unusual cases; checks inspectors work for quality and uniformity; develops and conducts code classes for inspectors; provides cross-training to other inspectors; evaluates employees' performance; conducts on-site inspections of work to ensure that all applicable regulations are met; receives and investigates complaints from homeowners, contractors and other members of the public; interprets and provides information on codes; reviews and signs permits; prepares and reviews reports; initiates legal action for non-compliance with building code; keeps abreast of changes in codes and methods and materials by reading and by attendance of seminars; participates in code review and other committees; responds to emergencies on an on-call basis; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the Virginia Uniform Statewide Building Code and its administrative requirements; of building systems, materials and construction techniques; of possible defects and flaws and of corrective measures; of methods of effective supervision; of basic architectural and engineering practices.

Considerable skill in reviewing plans for adherence to code requirements; in supervising and conducting on-site inspections; in explaining code requirements to subordinate inspectors, contractors, developers, property owners and other members of the public; in communicating effectively, orally and in writing. Ability to climb ladders and stairs; to crawl underneath homes; to work in adverse weather conditions.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma. Some college coursework in engineering and/or construction technology is desirable. Must be Certified by the Virginia Department of Housing and Community Development in area of specialty and possess Master Card where applicable in area of specialty (ie. plumbing, mechanical or electrical); must have five years of code enforcement experience and two years of supervisory experience in an applicable field: or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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